

Kentucky Division of Emergency Management
Planning and Preparedness Branch

2007 Local Planning Guidance

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Background:

Emergency Management is the process of preparing for, mitigating, responding to and recovering from an emergency. Planning, a part of the preparedness function, is critical to Emergency Management and brings together other components such as training, exercising, conducting drills, testing equipment, and coordinating activities with other agencies in the community. For Calendar year 2007 the KyEM Planning and Preparedness Branch has reviewed available Department of Homeland Security sources to provide planning guidance to local emergency management directors, State and Area Office personnel. The following sources are the basis for the guidance presented in this document:

- State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning
- Department of Homeland Security, Preparedness Directorate Information Bulletin #197, Nationwide Plan Review
- Local and Tribal NIMS Integration – Integrating the NIMS into Local and Tribal Emergency Operations Plans and Standard Operating Procedures
- Coordination with Cabinet for Health and Family Services, Health Department Disaster Preparedness Planners and the Pandemic Influenza Working Group

Plan Review Elements:

During the annual plan review process for 2007 each County should emphasize the assessment and upgrade of the following elements of their Emergency Operations Plans:

1. Review local plans with special attention being paid to:
 - a. Identification of County Distribution Points for support of distributing commodities (Food/Water/Ice) and other resources to Citizens during and after a Catastrophic Incident.
 - b. Work with your local or regional Health Department Disaster Preparedness Planner to make sure that the Strategic National Stockpile Distribution Points and County Commodity Distribution Points do not conflict.
 - c. Identify support needs for 24hr operation of Commodity/Resource Distribution Points.

2. Continue to review and update the Emergency Resource Inventory List (ERIL), and catalog resources in accordance with the National Mutual Aid and Resource Management Initiative, Resource Definitions – 2004. This document lists 120 “resources” with standardized definitions that can be used to identify mutual aid Teams and Equipment. To assist in the inventory of equipment the following are included with this guidance:
 - a. An electronic copy of the Resource Typing Definitions can be found at
 - i. http://www.fema.gov/emergency/nims/mutual_aid.shtm
3. Insert changes as made in the County Planning Template for Annex M. (See attached Annex M – remove: IV. Concept of Operations, C., 3, 4 & 5 and replace with: IV. Concept of Operations, C., 3, a., b., and c.)
4. Remove all of Annex Y, including all appendixes and tabs, and all references from your County Plan. (References located in Table of Contents, CSEPP Table of Contents, Annex M, and Appendix D-4)
5. Take the attached Tab Q-4-1 and place after Annex Q, Appendix Q-4. Update the Plan Table of Contents. This new tab is a re-write of old Tab Y-1-2 which describes in-place sheltering.
6. Remove Annex Z and all references from your County Plan. (References located in Table of Contents and CSEPP Table of Contents)
7. Review your List of Shelters in Appendix F-4 of Annex F. If there are any shelters listed that you know are no longer available (torn down, too small, etc.) please remove them from the list. This is NOT a shelter survey, we are just asking you to remove any that you know are no longer available.

Compliance Statement:

1. By July 31, 2007 jurisdictions will submit their annual EOP updates to KyEM. The update should include either of the following:
 - a. A memo stating that after the review of the EOP no changes were made.
 - b. A change memo listing the changes or amendments to the local EOP. The changes submitted should meet the requirements for plan updates outlined in the EOP Planning Handbook, 2001 (e.g. updated “reference numbers”, printed front and back, three hole punched, etc.).

Plan review criteria will be provided to assist the Area Offices and Local Directors in the review and upgrade of the County EOPs.